

**COMMITTEE FOR PUBLIC COUNSEL SERVICES
PUBLIC DEFENDER DIVISION**

**44 Bromfield Street
Boston, MA 02108
(617) 482-6212**

Position Posting

July 14, 2006

From: William J. Leahy
Chief Counsel

DISTRICT COURT SUPERVISING ATTORNEY

Pursuant to Chapter 54 of the Acts of 2005, the Public Defender Division is opening offices throughout the Commonwealth for the purpose of providing representation by staff attorneys to indigent defendants in District Court jurisdiction criminal cases. The management of each such office will be the primary responsibility of a District Court Office Director. The Public Defender Division is now seeking attorneys to serve as Supervising Attorneys in these District Court offices. Supervising Attorneys will, under the direction of the District Court Office Director, assist in the supervision of staff attorneys and will also have their own reduced caseloads of District Court clients. The Public Defender Division is currently seeking to fill Supervising Attorney positions for District Court offices to be located in downtown Boston, the Roxbury section of Boston, New Bedford, Quincy, Salem, Springfield, and Worcester.

For internal candidates, this position is a lateral transfer with no increase in salary.

Currently employed CPCS Superior Court staff attorneys who are interested in applying for a position as a District Court Supervising Attorney are invited to submit an application, as further described below.

Responsibilities

The direct representation duties of the Supervising Attorney include:

- client interviews;
- arraignment and bail advocacy;
- legal research and writing;
- pretrial investigation including visiting crime scenes, locating and interviewing witnesses, collecting and reviewing documentary evidence;
- preparing and arguing pretrial motions, affidavits and legal memoranda;
- dispositional investigations and advocacy;

- jury and bench trials of criminal cases;
- representation of clients in interlocutory proceedings; and
- providing formal and informal assistance to private attorneys on cases assigned through the Private Counsel Division of CPCS.

The supervisory duties of the Supervising Attorney include:

- regular one-on-one meetings with individual supervisees, as well as group meetings, to review case preparation and performance;
- in-court supervision, including second-seating of trials and significant pretrial hearings;
- preparation of annual performance evaluations;
- presentation of in-office training sessions; and
- supervision of other staff, such as investigators, as delegated by the office's Director.

Requirements

The following attributes are required for the position of District Court Supervising Attorney:

- a minimum of four years' experience providing criminal defense representation;
- jury trial experience as lead counsel in criminal cases;
- a demonstrated commitment to the principle of zealous advocacy in the representation of indigent persons in criminal cases;
- strong interpersonal and analytical skills;
- ability to work in a defense-oriented capacity, both independently and collaboratively;
- commitment to working with a culturally diverse, low-income population; and
- ability and commitment to complete annual performance evaluations in a timely and comprehensive manner.

Application

Interested staff attorneys should submit (1) a resume and (2) a written statement of interest which includes a description of the applicant's jury trial experience in criminal cases as document attachments to an e-mail directed to:

Ms. Paula DiChiappari
pdichiappari@publiccounsel.net

Applications should be submitted by August 4, 2006, but may be accepted until the positions are filled.